

2005

## Executive Committee Agendas 2004-2005

Bowling Green State University. Administrative Staff Council

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## Pre-Microfilm Inventory

**Collection:** Bowling Green State University  
Administrative Staff Council, UA-022

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**Inclusive Dates:** 2004-2005

**Format:** ☐ Bound ☒ Loose

**Order:** ☐ Alpha ☒ Chronological ☐ Numerical

**Index:** ☐ Included ☐ Separate ☒ None

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### *Notes*

1. Pencil
2. Colored Ink
3. Photocopies
4. Highlighter

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 5.1.1  
Date: Mon, 14 Jun 2004 16:39:08 -0400  
To: dcrooks@bgnet.bgsu.edu, lona@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu,  
emonago@bgnet.bgsu.edu, skendal@bgnet.bgsu.edu, rlynv@bgnet.bgsu.edu,  
ncassid@bgnet.bgsu.edu, annje@bgnet.bgsu.edu, pnemitz@bgnet.bgsu.edu  
From: Joe Luthman <jluthma@bgnet.bgsu.edu>  
Subject: 307 Union Asc Exec noon Tuesday - agenda

All:

For tomorrow's noon Exec meeting at 307 Union, here are some things to discuss.

1) Note attachment comprising a summary of the discussion items from June ASC meeting. To avoid detailed outlook of these items, let's try ONLY to delegate each item to an appropriate subcommittee.

2) Please note second attachment from the Health Welfare and Insurance Committee.

3) Chairs and co-Chairs of the subcommittees

Thank you!

Joe



ASC Potential Goals for 2004-5.doc



Proposed\_Recommendation\_HWI.doc

X-Sender: jluthma@mailstore.bgsu.edu  
 X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
 Date: Tue, 29 Jun 2004 10:12:20 -0400  
 To: dcrooks@bgsu.bgsu.edu, lona@bgsu.bgsu.edu, jluthma@bgsu.bgsu.edu,  
 emonago@bgsu.bgsu.edu, skendal@bgsu.bgsu.edu, rlynv@bgsu.bgsu.edu,  
 ncassid@bgsu.bgsu.edu, annje@bgsu.bgsu.edu, pnemitz@bgsu.bgsu.edu  
 From: Joe Luthman <jluthma@bgsu.bgsu.edu>  
 Subject: 11:45 Exec meeting - Union 307

All:

Please find attached some information for today's meeting.

A) Welcome Jill Carr to list of Reps. ?Is she in Academic Support

B) Tim Hoepf committee assignment - willing to go where we need him

C) Firelands Exec meeting. Penny asked us to choose from the following dates

9/14

10/19

11/2, 11/16, 11/30

D) Updated goals listing, sorted by Committee assignment (may not have this ready by Noon 6/29 - if ready, I will bring to meeting)



ASC Roster 2004-20052.doc



ASC Minutes June 20041.doc



ASC Meetings 2004-20051.doc

*Scholarship  
 Rob Connor  
 Tony Howard*

*Awards  
 Kim*

*Committees  
 PWC -  
 Questions for HR  
 which divisions use performance  
 bring form*

*Arrangements  
 Emily  
 Richard Schaeffer*

*Prok. Phil  
 Jeff Nelson  
 Shultz Inuy*

*Ext. Affairs  
 Paul Lopez  
 Ulsate  
 Tim Hoepf*

*HR  
 Sept 18 at ASC*

# ASC Potential Goals for 2004-2005

## A) Rachael - Duane - Paul

- PWC* 1) Change vacation days paid to retirees from 45 to 60 days (same as Classified)  
*Prof. Dev.* 2) Program to have older and younger admin staff work together to learn more from each other  
*PWC* 3) Advanced notice of potential loss of vacation time  
*Int. Aff.* 4) Use BlackBoard to communicate with administrative staff  
 5) Work with President to mine the expertise of employees retiring - **Succession planning** *Consider this Prof. Dev.*  
*PWC* 6) Health care benefits for part-time staff

## B) Wendy Buchanan group

- PWC* 1) Recommended guidelines for comp/flex time for hours worked over 40  
 2) Mentor/mentee program for Administrative Staff Council and New Employee Orientation

## *PWC* 3) Standardize how Mercer is used in the hiring process

- Amend.* *Int. Aff.* 4) Executive summary for handbook  
*Int. Aff.* 5) Enhance communication with constituents  
*Int. Aff.* 6) Survey Administrative Staff for needs, wants

## C) Emily Monago group

- 1) Clarify role of Mercer.  
 2) Review working environment for Administrative Staff. Clarify wording of statement in handbook. (variable work schedule and use of term 'perpetual')  
 3) Continue work toward midpoint without penalizing other employees. Continue review of Compensation overall including benefits package.  
 4) Continue to review incentives to promote Administrative staff development *Prof. Dev.*  
 5) Investigate campus community for how to promote wellness/fitness *PWC*  
 6) Review bylaws with regards to recruiting members for Council -  
 7) Generate support University-wide to have staff involvement with ASC *EXT AFF*

## D) Tina Coulter group

- 1) Fill out membership - 11 more people *Int. Aff. EXEC. term/length*  
 2) **Scholarship** - study raffle substitute or make bigger prizes or promoting it better  
 3) External affairs - promote admin staff  
 4) Hawaiian shirt day  
 5) More email communication with constituents *Ex. URL of minutes EXEC*  
 6) BlackBoard discussion group  
 7) Better attendance to fall/spring events  
 8) How many years away from ASC before eligible for election - now 3. but 1 or 2 should suffice?  
 9) Request salary study by gender, # yrs service  
 10) Request turnover study by gender, # yrs service, salary *PWC*  
 11) Request midpoint studies  
 12) Getting more guests to ASC meetings *EXEC*

- 13) Lunch meetings with CSC and Faculty Senate
  - 14) Christmas lunch for ASC with Ribeau and Dobb (like CSC has)
  - 15) More Firelands contacts
  - 16) Guest to speak about Academic Plan (Al Gonzalez?)
  - 17) ITC website; Ask the CIO (Petryshak) to guest as ASC
  - 18) Folkins – new tuition initiatives
- E) Rob Cramer, Larry Spencer, Nora Cassidy, Deb Mclean
- 1) Discussed the dwindling numbers of the council and how to recruit more eligible reps to join.
    - Perhaps stress more communication between reps and constituents
    - Personal interaction between reps and constituents
    - Perhaps bring back the practice of sending out the ASC minutes to the constituents instead of relying on them to check the web site
    - Along with the email, include a personalized summary of the meeting/minutes to help constituents understand details
  - 2) Introduce more fundraising opportunities, maybe as part of specific committees. Something similar to Classified Staff Council's golf outing
  - 3) Stress the importance of a standardized evaluation process that should be used for all Administrative Staff on campus and to actually use it! It is understood that some staff members on campus are not being evaluated every year and those that are have not been on the same 'playing field'.
  - 4) Stress the importance of nominating qualified individuals for the awards chosen by the awards committee
    - Spirit of BG Award (very FEW nominations this year)
    - BG Best
    - Ferrari Award

MERIT EVALUATION  
going back 3 yrs.

Performance evaluation

Summary to HRC  
Legal from each  
division for approval

X-Sender: jluthma@mailstore.bgsu.edu  
 X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
 Date: Tue, 27 Jul 2004 10:48:13 -0400  
 To: dcrooks@bgsu.edu, lona@bgsu.edu, jluthma@bgsu.edu,  
 emonago@bgsu.edu, skendal@bgsu.edu, rlynv@bgsu.edu,  
 ncassid@bgsu.edu, annje@bgsu.edu, pnemitz@bgsu.edu  
 From: Joe Luthman <jluthma@bgsu.edu>  
 Subject: 7/27 Exec meeting - agenda

All:

A) Please find enclosed an updated copy of the goals as discussed in June, with an attempt to organize by subcommittee to which we'd like to assign.

Several notes:

- 1) It's a first draft - don't be surprised if we need to correct something.
- 2) Please bring with you to the meeting, so that we can fix it up for sending to the committees.

B) Guests to ASC

Sept: Becca Ferguson, and probably Pat Kelly - HR issues and spousal exception

Oct: (tentative) Bill Knight - IR and the biannual staff survey

Nov: (tentative) Kent Strickland - computer security

???? ideas ???

*Bruce Rhystrak - Represent*

C) University Senate

Old idea - could use new discussion. Ex. There will be a common handbook published soon, containing issues relevant to all three employee groups.

D) Tentative date for ASC Fall Reception is 2pm, 9/21 in room 202B of the Union. President Ribeau must still cement approval for date.



ASC Potential Goals for 2004-5.doc

*Oct - Blackboard - how to use*

Listed below are goals fro 2004-2005 as determined by ASC Executive in Summer 2004 and broken down by committees. New suggestions for 05-06 are in *italicized...and include suggestions from the June brain-storming session at ASC as well as Executive Committee discussions in June.*

### ASC Goals for 2004-2005

#### A) PWC

- 1) Change vacation days paid to retirees from 45 to 60 days (same as Classified)
- 2) Advanced notice of potential loss of vacation time
- 3) Recommended guidelines for comp/flex time for hours worked over 40
- 4) Review working environment for Administrative Staff. Clarify wording of statement in handbook. (variable work schedule and use of term 'perpetual')
- 5) Standardize how Mercer is used in the hiring process
- 6) Clarify role of Mercer
- 7) Continue work toward midpoint without penalizing other employees.  
Continue review of Compensation overall including benefits package.
- 8) Request salary study by gender, # yrs service
- 9) Request turnover study by gender, # yrs service, salary
- 10) Request midpoint studies
- 11) Extra personal day for meritorious staff
- 12) Health care benefits for part-time staff

#### B) Professional Development

- 1) Program to have older and younger admin staff work together to learn more from each other
- 2) Mentor/mentee program for Administrative Staff Council and New Employee Orientation
- 3) Continue to review incentives to promote Administrative staff development

#### C) Internal Affairs

- 1) Use Blackboard to communicate with administrative staff
- 2) Enhance communication with constituents
- 3) Survey Administrative Staff for needs, wants
- 4) Investigate campus community for how to promote wellness/fitness
- 5) Discussed the dwindling numbers of the council and how to recruit more eligible reps to join.
  - Perhaps stress more communication between reps and constituents
  - Personal interaction between reps and constituents
  - Perhaps bring back the practice of sending out the ASC minutes to the constituents instead of relying on them to check the web site
  - Along with the email, include a personalized summary of the meeting/minutes to help constituents understand details



#### D) External Affairs

- 1) Generate support University-wide to have staff involvement with ASC
- 2) External affairs – promote admin staff
- 3) Introduce more fundraising opportunities, maybe as part of specific committees. Something similar to Classified Staff Council's golf outing

*Add an engagement component – Naomi will lead the charge and begin representing ASC at the Engaged University Council*

#### E) Awards

- 1) Stress the importance of nominating qualified individuals for the awards chosen by the awards committee
- 2) Spirit of BG Award (very FEW nominations this year)
- 3) BG Best
- 4) Ferrari Award
- 5) Better attendance to fall/spring events

#### F) Unassigned

- 1) Fill out membership – 3 more people
- 2) Work with President to mine the expertise of employees retiring - Succession planning
- 3) Stress the importance of a standardized evaluation process that should be used for all Administrative Staff on campus and to actually use it! It is understood that some staff members on campus are not being evaluated every year and those that are have not been on the same 'playing field'.
- 4) Hawaiian shirt day
- 5) Getting more guests to ASC meetings
- 6) Lunch meetings with CSC and Faculty Senate
- 7) Christmas lunch for ASC with Ribeau and Dobb (like CSC has)
- 8) More Firelands contacts
- 9) Guest to speak about Academic Plan (Al Gonzalez?)
- 10) ITC website; Ask the CIO (Petryshak) to guest as ASC
- 11) Folkins – new tuition initiatives

#### G) Amendments

- 1) Executive summary for handbook
- 2) Alter handbook to remove contingency on Faculty Senate participation. It should read that we request FS to delegate someone as an 'ex officio' member of ASC, without the requirement that Faculty Senate respond in kind.
- 3) Review bylaws with regards to recruiting members for Council
- 4) How many years away from ASC before eligible for election – now 3, but 1 or 2 should suffice?

## H) Scholarships

- 1) Scholarship – study raffle substitute or make bigger prizes or promoting it better

### *New Suggestions for 05-06*

#### *Robin and Susan's Group*

*Be more involved with OPERS*

*Have Larry Weiss as a guest speaker*

#### *Lopez Group*

*Ideas for expectations to work in forming goals*

*State and Federal Budget information shared on regular basis.*

*Those who have to deal with budget ramifications at BGSU.....we would possibly like to make suggestions etc....there is a disconnect.....maybe Dalton???? State of the university ....what we need to look out for...we could come to his office to video tape etc.*

*Upper leadership regular sharing of position and implications – pro*

*Personnel budgets open knowledge of how positions come and go, how funding is available or unavailable for positions... things appear secretive.....oh well that was someone's wife*

*Well Aware Program – sharing labor costs, how does it get done...can ASC help...maybe an asc committee could administer...someone with passion...let people know it might go away and ask people what they can do to keep it going?*

#### *All groups*

*People soft drain of resources from getting the "job done"*

*Are the existing jobs still being done????? How can ASC help, we can be advocates...*

*ASC needs to be some student advocates – we see things that don't work, we need to do something about it.*

*Institutional memory of what has been discussed, agreed upon, be alert and attentive to our ?*

*Working Better with Faculty Senate*

#### *Mary Beth's Group*

*Develop an index based on subject*

*Task Force on Handbook*

#### *Celeste's Group*

*Reconsideration of summer hour policy – standardization is needed. Take this to the provost for a recommendation...fair flex-time for ALL staff*

*Jill Car*

*Have past-chair's group meeting with current leadership*

*June Executive Discussions*

*Better control/documentation of budget.*

*Where does money come from for professional development funding.. – Reply to*

*lorries@bgn.net – Lorrie Sawwaie – CSC Chair Elect*

*Invite faculty, CSC, etc. leaders to executive meeting during the summer – CSC has been invited to July*

*Fill vacant ASC positions – Pettaway and Ault are in!*

*Complete constituent list and update listproc and blackboard as necessary*

*Follow-up on code of ethics implementation and president's directives – simulated violations, model the student code*

*Handbook updates – query all ASC reps, then general constituencies – Stearns documents*

*Invite Tom Trimboli to executive*

*On-line scholarship application process*

*Web continuous development*

*Blackboard use*

*Merit Pay Documents*

*Suggested guests for 05-06*

*HR - September*

*Dobb*

*Another university's leadership group – UT – Connie will research*

*President – has been invited*

*Larry Weiss – Budget*

*Folkins*

*Bob Wadell*

*Blackboard Demonstration – Connie, September*

*Sick Leave Bank – Joe is working*

### **Amendments Committee**

This committee both initiates and receives proposed amendments to the Charter or Bylaws and reports to the ASC on all proposed amendments.

Rachel Schaefer – [schaefer@bgnet.bgsu.edu](mailto:schaefer@bgnet.bgsu.edu), 2-7963

Ron Knopf, rsknopf 2-7447

### **Awards and Special Recognitions Committee**

This committee develops and recommends to ASC ways to recognize administrative staff for their outstanding achievements. The committee also coordinates the advertisement, selection, and presentation of the awards and special recognition including the Ferrari Award, BG Best Award and monthly Spirit of BG awards. Committee members shall represent each functional area and shall have been employed by the University for at least three years.

Deborah Rice dyrice 419-255-2161

Nora Casside ncassid

Naomi Lee nplee 2-7103

### **External Affairs Committee**

This committee is responsible for developing community involvement projects for administrative staff, and working on developing good public relations with other groups on campus, off campus and with the media.

Naomi Lee

### **Finance Committee**

The Chair-Elect maintains the ASC budget and submits a budget revision proposal to ASC for approval, as necessary prior to submission to the appropriate division Vice-President. Council has approved, on a trial basis, a treasurer position for 2005-2006 to fulfill this responsibility.

Rich Peper rpeper

### **Internal Affairs Committee**

This committee is responsible for developing and updating the Orientation program and orientation handbook for new ASC members. In addition, the committee examines the election process and makes the appropriate recommendations. This committee also maintains the ASC web site. A subcommittee of the internal Affairs committee is the Elections Subcommittee, which is responsible for initiating, conducting, tabulating, and announcing the results of elections for ASC and appropriate University standing committees.

Connie Molnar cmolnar 2-7900

### **Personnel Welfare Committee**

This committee annually reviews the Administrative Staff Handbook and studies and recommends Council action on matters involving general salary policies, benefits, performance, evaluation, and policies and procedures that affect the functioning of administrative staff in their positions. The committee includes at least one representative from each functional area. The chair serves on the Executive Committee. A subcommittee of the Personnel Welfare Committee is the Salary Subcommittee. This subcommittee shall compile comparative data and make a salary proposal each year on behalf of administrative staff. The chair of this subcommittee is selected from members of the Personnel Welfare Committee.

**Ron Skulas** mskulas  
**Dave Crooks** dcrooks  
**Mary Beth Zachary** mzach  
**Paul Lopez** lopez@wbgu.bgsu.edu  
**Laura Emch** lemch  
**Ann Jenks** annje  
**Steve Kendall** skendal 2-7415  
**Naomi Lee** nplee 27103

#### **Professional Development Committee**

This committee is charged with aiding and encouraging professional growth and development of administrative staff. It studies and recommends action with regard to requests for professional leave, continuing education, and recognition of professional achievement.

**Gerry Davis** gdavis  
**Sheila Irving** sirving  
**Ron Knopf** rsknopf 2-7447

#### **Scholarship Committee**

This committee administers all aspects of the administrative staff scholarship program, including advertising, selection, and presentation of the scholarship. This committee is also responsible for initiating ways to raise funds for the scholarship.

**Celeste Robertson** celestr  
**Jill Carr** jcarr2  
**Ron Knopf** rsknopf 2-7447  
**Deb McLean** dmclean 2-8550  
**Nora Cassidy** ncassid

#### **University Standing Committees – Information received from FS 6-25-05**

Administrative staff elected to University standing committees need not be ASC representatives and are elected by the entire administrative staff. Committees include Equal Opportunity Compliance, Health, Wellness and Insurance and Information Technology.

Bookstore Advisory - Larry Smith  
 Equal Opportunity Compliance Jacqui Nathan  
*Need one more*

Health, Wellness and Insurance  
 Rich Peper  
 Cindy Puffer  
*Need one more*

Information Technology  
*Need one more – Camille ???*

Insurance Appeal  
 Judy Donald

Library Advisory  
 Laura Emch

Parking  
 Laura Waggoner

Student Union Advisory  
 Celeste Robertson

### **Ad Hoc Committees**

ASC ad hoc committees are created by the Executive Committee, which appoints members. These members need not be ASC representatives. After two years, an ASC ad hoc committee either ceases to function or becomes a standing committee, through action of the Amendments Committee. For more detailed information about committees, refer to the Bylaws, Appendix A of the Administrative Staff Handbook.

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
Date: Tue, 10 Aug 2004 10:49:49 -0400  
To: dcrooks@bgnet.bgsu.edu, lona@bgnet.bgsu.edu, jluthma@bgnet.bgsu.edu,  
emonago@bgnet.bgsu.edu, skendal@bgnet.bgsu.edu, rlynv@bgnet.bgsu.edu,  
ncassid@bgnet.bgsu.edu, annje@bgnet.bgsu.edu, pnemitz@bgnet.bgsu.edu  
From: Joe Luthman <jluthma@bgnet.bgsu.edu>  
Subject: 8/10 11:45 Exec meeting - agenda Union 309

All:

(fuzzy) agenda - on vacation last week

A) Confirmed date for ASC Fall Reception is 2pm, 9/21 in room 202B of the Union. President Ribeau will attend and participate.

B) Guests to ASC

Sept: Becca Ferguson, and probably Pat Kelly - HR issues and spousal exception  
Bill Knight - IR and the biannual staff survey  
Oct: BlackBoard community for administrative staff discussions  
Nov: (tentative) Kent Strickland - computer security

C) New reps - only 7 more needed

Teresa McLove (3)  
Diane Regan (3)  
Sally Rayment (3)  
Jill Carr (3)

D) University Senate

Old idea - could use new discussion. Ex. There will be a common handbook published soon, containing issues relevant to all three employee groups.

*Callum  
email  
Status of  
Domestic Partner  
Gregory Hous  
Garm 350  
German-American  
Heritage*

Joe Luthman, 10:37 AM 8/23/2004, Re: Constituent List 2004 - 1st draft

---

To: Joe Luthman <jluthma@bgnet.bgsu.edu>  
 From: "Ann B. Jenks" <annje@bgnet.bgsu.edu>  
 Subject: Re: Constituent List 2004 - 1st draft  
 Cc:  
 Bcc:  
 Attached:

Joe,  
 Half of the Library staff is in Academic Support and the other half in Student Support. I think all should be Academic. That would move :  
 Bob Graham  
 Richard Archer  
 Colleen Coughlin  
 Jeanne Langendorfer  
 Mariann Reiter  
 Gail Richmond  
 Beverly Stearns

Just some other questions:  
 there are no email addresses listed for Curtis Bronson, Matt Messaros, Deborah Worley, Melissa Rowley, Joseph Vance, Melissa Gressner

And I couldn't figure out why Wendy Buchanan's Department is LITS when everyone she works with is BKST.

And I couldn't figure out why Lona is not under Athletics when Dave Crooks and Brady Gaskins are.

And Larry Holland's first name is misspelled twice.

Academic Departments  
 Cassidy - 19  
 McLean - 20  
 Molnar - 16

Academic Support  
 Irving - 18  
 Jenks - 19  
 McLove - 17  
 New Rep - 10  
 Raymont - 16  
 Regan - 17

Athletics  
 Cramer - 21  
 Crooks - 17  
 Lee - 18



New Rep - 20

Firelands  
Nemitz - 17

Institutional Support  
Buchanan - 17  
Holland - 17  
Nelson - 21  
New Rep - 17  
Peper - 18

Student Support  
Carr - 18  
Dickerson - 17  
Ginsburg - 17  
Hoepf - 16  
Macias - 18  
Monago - 19  
Rice - 19  
Robertson - 16  
Schaeffer - 22  
Spencer - 18 - unless you take the 7 library people away and put them under the new rep for academic support

Technology - could even this up a bit  
Fleshman - 23  
Kendall - 22  
Lopez - 29  
New Rep - 18

~~18~~  
5 92  
42

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
Date: Tue, 24 Aug 2004 10:00:30 -0400  
To: dcrooks@bgsu.edu, lona@bgsu.edu, jluthma@bgsu.edu,  
emonago@bgsu.edu, skendal@bgsu.edu, rlynv@bgsu.edu,  
ncassid@bgsu.edu, annje@bgsu.edu, pnemitz@bgsu.edu  
From: Joe Luthman <jluthma@bgsu.edu>  
Subject: 8/24 11:45 Exec meeting - agenda Union 309

All:

A) Health Wellness Committee mtg last Thursday - Spousal rule

B) Guests to ASC - need to ask reps to request questions from their constituents. September questions to be delivered to HR by 8/30.

Sept: Becca Ferguson, and probably Pat Kelly - HR issues and spousal exception —  
Bill Knight - IR and the biannual staff survey

Oct: BlackBoard community for administrative staff discussions  
(new this Exec mtg) - Jeff Nelson will speak about benefits of NOT having outsourced Bookstore

Nov: (change from last mtg) Tom Roberts - computer security

C) Last edits for Constituent list - will be mailed by 11:15 - please print and bring to meeting.

D) Reps needed

- 1 - Academic Support
- 1 - Athletics
- 1 - Institutional Support
- 1 - Technology (if two, then better)

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
Date: Fri, 24 Sep 2004 15:31:54 -0400  
To: dcrooks@bgsu.edu, lona@bgsu.edu, emonago@bgsu.edu, skendal@bgsu.edu,  
rlynv@bgsu.edu, ncassid@bgsu.edu, annje@bgsu.edu, pnemitz@bgsu.edu  
From: Joe Luthman <jluthma@bgsu.edu>  
Subject: Draft of ASC response to CSC initiative  
Cc: jcarr2@bgsu.edu

#### Exec Team

You may be aware of the CSC controversy over pay raises that were granted to some classified employees in the President's office. Several past chairs have sent a letter to Kathy McBride that ends in a statement about teaming with ASC on a response.

Here's an overview of one possible ASC response:

- 1) Given that the history of classified position pay is rooted in an egalitarian approach best typified by 'equal pay for equal work' without regard to sensitive nature of information, or closeness to high-level University positions.
- 2) Noting that contract staff positions do include salary differentials for proximity to President, VP, Dean, etc. AND for sensitive nature of information

ASC recommends that positions where such salary differences are desired, ought to be re-defined as:

- 1) A different type of classified position - thus keeping to the philosophy of 'equal pay for equal work'.
- 2) contract staff. This should afford BGSU all attributes listed plus the capability to non-renew a staff person who is .....

(not sure how to continue - or whether that last phrase should be completed. One reason to do so is simply to be complete and candid. One reason not to do so is that it's a nasty characteristic)

Please comment, edit, add, etc. for the next Exec team meeting.

Joe Luthman

**Agenda for ASC Exec Team**  
**September 28, 2004**  
**306 BTSU**

1. Bill Knight asked for University Planning Council replacement for Ann Betts. Her term was finished sometime during the summer.
2. Classified Staff pay issue - President's office
3. Domestic Partner Benefits proposal
4. October guests *Jacqui Nathan*
5. November guests

*Recognizing that retaining quality staff is  
not possible without adequate compensation for  
longevity and without the funds for pay increases  
- being available*

*organizations!*

*ASC/2000 OCT*

Date: Sat, 2 Oct 2004 16:36:55 -0400  
From: "jluthma@bgnnet.bgsu.edu" <jluthma@bgnnet.bgsu.edu>  
X-SMMS-Source: 64.134.12.226  
To: "Dave Crooks" <dcrooks@bgnnet.bgsu.edu>  
Cc: <jluthma@bgnnet.bgsu.edu>, skendal@bgsu.edu, lona@bgsu.edu  
Subject: Re: ASC Meeting Next Week

Dave, Steve:

In our bi-weekly meeting with HR, a potential answer to your PeopleSoft question came up, and we have a possible outline for validating merit pay policies. I will outline briefly at the meeting.

1) PeopleSoft question. We understand that the new system does not come with a job that narrows our accrued vacation down to 44 days every July, such as the present system has.

Potential answer: ASC must draft a request to keep the rolling total to 66 days AT ALL TIMES. But we must write in a limit of 44 days at retirement and/or job termination.

In other words, we may get a relaxed limit of 66 days at all times, thus avoiding the late-year rush to use vacation. There would, then, be a monthly rush to use vacation, for those who are near the 66 day limit.

But, as Chris Dalton pointed out, there is no desire to push the 44 day limit any higher, at job end.

2) Merit pay policy validation.

Following provisos

VP can override decisions.

HR participates in merit pay policy validation.

Basic argument is that in order to protect both BGSU, and its employees, we need to have peer participation in merit pay policy, similar to the JAQ practice. HR and peers both work on JAQ re-evaluations.

So, the first order of business is for ASC to evolve a review policy.

SUMMARY: this is probably a multi-year initiative.

Year one: evolve a policy and rotation practice recommendation.

Year two: begin to review.

Joe

-----Included Message-----

>Date: 1-Oct-2004 16:51:33 -0400  
>From: "Dave Crooks" <dcrooks@bgnnet.bgsu.edu>  
>To: <jluthma@bgnnet.bgsu.edu>  
>Subject: ASC Meeting Next Week

>

>Joe:

>I will be out of town next Thursday and Friday taking care of my two

>grandsons. I will be unable to attend the ASC meeting.

>I want you to know I endorse the Partner's Resolution in its' current form,

>the communication with CSC and Steve Kendall can give a report on the PWC

>meeting.

>Thanks Dave

>

>Dave Crooks

>Sr. Assoc. Dir. Rec. Sports

>BGSU Ice Arena

>419-372-3225

>Fax: 419-372-0303

>dcrooks@bgnet.bgsu.edu

>

>

>

-----End of Included Message-----

**Agenda for ASC Exec Team**  
**November 2, 2004 11:45**  
**306 BTSU**

Speaker phone for Penny – we will call a phone number provided by her. (speaker phone will be in the room)

1. Holiday candy drop off points.  
Library, Hayes, Ad building, TV station ????
2. Vacation accrual – need proposal for BG@100 project
3. Domestic Partner Benefits proposal
4. Merit pay criteria validation  
Will become more interesting now that faculty has passed a 50/50 merit pay policy.  
50% to merit, 50% to supermerit.  
If administrative staff follows faculty, as it does on so many other policies, we'll soon be pressed to consider a 50/50 rule ????
5. November guests  
Lona Leck/Connie Molnar – BlackBoard (computer, projector)  
Cindy Puffer - Employee prescription through the Health Center
6. December guests ????

**Agenda for ASC Exec Team**  
**November 16, 2004 11:45**  
**306 BTSU**

Speaker phone for Penny – we will call a phone number provided by her. (speaker phone will be in the room)

1. Holiday parade

2. Wednesday's meeting with HR

Lona and I will discuss 'family member' definition with respect to FMLA, and try to understand an annuity issue that Rich Peper introduced. Thrivent for Lutherans, in which his annuities have been invested, is now no longer eligible for receiving annuity moneys.

3. By-invitation hires.

Need to write up a recommendation for assimilation process.

4. Vacation accrual recommendation– dead. BG@100 will set up exactly what we have now.

5. Domestic Partner Benefits proposal *pull cash to v-tS*

6. Merit pay criteria validation

Will become more interesting now that faculty has passed a 50/50 merit pay policy. 50% to merit, 50% to supermerit.

If administrative staff follows faculty, as it does on so many other policies, we'll soon be pressed to consider a 50/50 rule ????

7. December guests

None in order to better guarantee getting old and new business done. (ASC exec must approve)

8. January guests ????



*ADOLICIES* 322 *EECiaric binder*  
*olscamp?*

Compose ☐ Reply Option: ☐ Forward ☐ Move To: ☐  
 Delete Print Save Addresses **NEXT**

Return-Path: <jluthma@bgnnet.bgsu.edu>  
 Received: from localhost by mailstore01 with LMTP; Mon, 29 Nov 2004 12:47:34 -0500  
 Received: from smtp02.bgsu.edu with LMTP by mx02.bgsu.edu (1.1.2/sieved-1-1-build-250);  
 Mon, 29 Nov 2004 12:47:34 -0500  
 Received: from MAC000F1F139019.bgnnet.bgsu.edu (dhcp-77-81.bgsu.edu [129.1.77.81])  
 by smtp02.bgsu.edu (Switch-3.1.6/Switch-3.1.6) with ESMTP id iATH1WwD028629;  
 Mon, 29 Nov 2004 12:47:32 -0500 (EST)  
 Message-Id: <6.1.1.1.2.20041129124734.62b35d10@mailstore.bgsu.edu>  
 X-Sender: jluthma@mailstore.bgsu.edu  
 X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
 Date: Mon, 29 Nov 2004 12:47:32 -0500  
 To: darcrooks@bgsu.edu, lona@bgsu.edu, amonago@bgsu.edu, skendal@bgsu.edu,  
 rlynv@bgsu.edu, noraasid@bgsu.edu, annje@bgsu.edu, pnamitc@bgsu.edu  
 From: Joe Luthman <jluthma@bgnnet.bgsu.edu>  
 Subject: Fwd: FAQs for Common Handbook  
 Mime-Version: 1.0  
 Content-Type: multipart/alternative;  
 boundary="===== \_-386020518==.ALT"

#### Exec Team:

Here is an email message that Diane Regan and I had worked on, with respect to the Common Handbook. She will attend Exec meeting tomorrow, to discuss the book, and to field questions.

I hope the message is not too hard to follow. I had suggested some FAQs and answers, and she added some text in red.

See you tomorrow.

Joe

X-Sender: dregan@mailstore.bgsu.edu  
 X-Mailer: QUALCOMM Windows Eudora Version 6.0.3.0  
 Date: Fri, 19 Nov 2004 13:06:33 -0500  
 To: Joe Luthman <jluthma@bgnnet.bgsu.edu>  
 From: Diane Regan <dregan@bgnnet.bgsu.edu>  
 Subject: FAQs for Common Handbook  
 Cc: ldoobb@bgnnet.bgsu.edu

Hi, Joe. This is a good idea. I've added some detail in FED. We can add to this after next week's meeting with Exec Comm if other "FAQs" come out.

--Diane

At 10:58 AM 11/16/2004, you wrote:

Diane,

Anticipating that the questions will become repetitive, here is the beginning of a FAQ list.

1) Will the Common Handbook need changes? If so, which changes first - charter/groupHandbook or Common Handbook?

Yes, the Common Handbook will need to be changed but will usually trail the three employee groups' policy changes. If a policy is instituted that doesn't require the employee groups approval before implementation, i.e., the recent cell phone usage policy, then the Common Handbook will likely be the first place such a policy appears.

2) Should the three employee groups begin to think about the Common Handbook

becoming the 1st and primary source of information on policies??

Not discussed nor was this an intended side effect, but not a bad idea. If this Handbook serves its intended audience as we hope, as a ready reference, then it may very well become the resource of first resort.

3) Must the three employee groups assume a 'watchdog' role over the wording in the Common Handbook?

To be determined. (at least not until Regan retires). The Common Handbook Committee's charge was and remains "to develop and maintain a single document that reflects EXISTING policy and is available to all supervisors." There should not be any reason to be concerned that the language in the Common Handbook is anything but an accurate reflection of existing policy. However, it's always good to have other folks reviewing documents to be sure that they remain current and useful.

I think these were the questions that you and I discussed. And I hope this may help. If there are other questions that we can think of, I'll add later, with the hopes of sending this on to ASC Exec before the 11/30 meeting.

THANKS!!

Joe

At 05:02 PM 11/15/2004, you wrote:

Hi, Joe. I'm sorry that I returned from my meeting too late to call you, but let me send you this document. I'll call you tomorrow about your concerns. Let me know if you have trouble opening this document full of documents!

Diane

At 04:10 PM 11/15/2004, you wrote:

Diane,

VERY sorry !! about not getting to this earlier.  
Can you send an attachment consisting of the Common Handbook??  
That would be easier than making multiple copies of the word doc.

THANK YOU!

Joe Luthman

Diane D. Regan  
Director of Faculty/Staff Immigration Services  
Fulbright Program Student Advisor  
Center for International Programs  
Suite 61 McDonald North  
Bowling Green State University  
Bowling Green, OH 43403  
Phone: 419-372-8480

FAX: 419-372-2429  
EMAIL: dregan@bgsu.edu

Diane D. Regan  
Director of Faculty/Staff Immigration Services  
Fulbright Program Student Advisor  
Center for International Programs  
Suite 61 McDonald North  
Bowling Green State University  
Bowling Green, OH 43403  
Phone: 419-372-3480  
FAX: 419-372-2429  
EMAIL: dregan@bgsu.edu

**Agenda for ASC Exec Team**  
**November 30, 2004 11:45**  
**306 BTSU**

Speaker phone for Penny – we will call a phone number provided by her. (speaker phone will be in the room)

1. Common Handbook – Diane Regan will guest and discuss.
2. With HR, Lona and I discussed 'family member' definition with respect to FMLA  
Summary: No faculty or other staff members have been permitted to use FMLA for in-laws. When asked about it, Becca indicated that she has responded by pointing to the federal definition of family member, which does not include in-laws. If further directed to grant the request, HR has used the 30-day notification rule to dissuade the requestor. That is, the federal, formal FMLA requires a 30 day prior notification for use. Of course, this is prohibitive – and not used except where noted above.
3. By-invitation hires – recommendation for welcoming
4. Spring reception – date, place, professional development seminar opportunities
5. Domestic Partner Benefits proposal
6. Merit pay criteria validation  
Jim Lach wants to address PWC
7. January guests ????

## **FMLA minutes from ASC Meetings**

**11/30/04**

**9/02**

ASC Executive Committee met with Beverly Sterns who provided updates from the BGSU Leave Committee on FMLA. There was initial anticipation that an FMLA University policy would be presented to the Board in October. This is no longer the target timeframe. FMLA is currently under additional consideration at the University and when a final draft policy is accomplished, the constituent groups will review and approve (or recommend changes) prior to being presented at the Board.

**2/03**

### **New Business**

FMLA. Laura Emch conducted a discussion on the proposed changes to the FMLA policy. She said the committee reviewing the policy had two administrative staff members, two classified staff members, faculty members and human resources representing the constituent groups. She indicated that HR is expecting modifications to the proposal. They desired to have consensus between administrative and classified constituencies although it is not required that the FMLA policies for both groups match. Phyllis Short asked if this would replace the existing policy. Laura Emch indicated that it would. She indicated that the current policy is more lenient in its definition of "family" as it used the same definition used by the sick leave policy. This narrows the members considered "family". It no longer includes stepparents, in-laws, grandparents or guardian relationships. Sandy Miesmer indicated that at least in the case of in-laws, the expectation is the child (spouse) would utilize their FMLA leave. John Clark indicated that we should make sure to firm up the ability for each spousal member to get the full twelve weeks of FMLA. He indicated that before, married couples would have to split the time for a total of twelve weeks. Mike Fitzpatrick asked what happens in cases where the employee has longer than twelve weeks sick leave. The response was that FMLA runs concurrently with employee use of sick leave. Employees may take more time, but their employment is only protected under FMLA for the twelve weeks. Dave Crooks indicated that it was his understanding that FMLA kicked in after an employee was off for three days under a covered situation. There was some discussion of this as previously employees had to inform HR when they wanted FMLA invoked. The general consensus was that HR now automatically activates it. However, Laura Emch indicated that she would get clarification on this process.

**3/03**

Old Business:

FMLA – Donna Wittwer, Karen Woods – Human Resources

Donna opened the discussion by stating that the intent of FMLA was to help employees who had to care for family members for extended periods of time.

Many employers did not have sick leave or time accruals. FMLA allowed employees to be off without being afraid of loss of employment.

Related below are the questions and answers given about the policy.

Do you have to use all sick time, vacation and then use FMLA?

Some employers will make you use all of your time before using FMLA. Human Resources will work with employees to optimize their time usage. You can scatter the use of your sick time during the 12 week period so as to protect your PERS credit. HR will work one on one with staff to insure benefits are protected.

What happens when a child is born and both parents work for BGSU? Do they get two separate 12 week periods or one 12 week period under FMLA?

The committee looking at the policy is moving toward seeing employees as separate so that each will get a 12 week period under FMLA. Where this may prove problematic is in smaller departments.

Is FMLA paid time?

Employee chooses whether to be paid or not. If employee uses sick leave or vacation in conjunction with FMLA, the time will be paid. By law, FMLA is unpaid time.

What if an employee works part time?

An employee must work 1250 hours a year before FMLA can be applied. HR will work closely with part time employees to determine their eligibility.

What about PERS?

HR will work, whenever possible, with employees to make a schedule using scattered sick leave that will allow PERS benefits to remain unaffected.

Were changes made to the list of people defined as "family"?

Yes. For FMLA purposes the definition is more restrictive. A broader definition of immediate family is still used for employee sick leave. FMLA is meant to cover an employee for the care of their immediate family. If a person is an in-law, the staff member can use sick time, but would not qualify for FMLA.

Can you use vacation time for sick leave?

Vacation is pre-approved by an employee's supervisor. You can use vacation instead of sick leave if it is approved by your immediate supervisor. If the event is covered under FMLA, you can choose how you get paid (whether you use sick leave or vacation). If you are not covered by FMLA the use must be worked out in conjunction with your supervisor.

If I have a lot of vacation/sick time, why go out under FMLA?

Under FMLA, everyone must be treated the same no matter what if they have eligible sick time or not. An employee may want to use some FMLA unpaid and save their sick time until the end of the FMLA period as sick time at BGSU affords the same protection as FMLA. By using sick time this way, the period in which your job is protected is actually extended.

After the twelve weeks are up, can you scatter the use of your sick time?

No. After the twelve weeks covered under FMLA, time off must fall under an existing leave policy in existence at the university. This would need to be worked out individually with HR if additional time is needed after the twelve week period.

When does HR need to be notified?

If you know you are going to be out under a qualifying event, you must let the employer know. An example of this would be maternity leave. If an event happens suddenly, HR should be notified if the employee is off longer than three days.

Is time due to a death in the family covered under FMLA?

No. That is not an FMLA event, but it is covered under BGSU's sick leave policy.

What if you are out for longer than 3 days? Does it automatically get covered under FMLA?

To be covered by FMLA there must be a serious health condition for which you are receiving treatment. For example, you may be out five days with the flu. Most people do not seek treatment. In this case it would be covered under sick leave policy but would not be an FMLA event.

Donna concluded by stating that employees who have to turn in medical forms with a diagnosis on it should do so in HR. That type of information is very confidential and should be turned in directly to their office. She also stated that FMLA covers twelve weeks in a calendar year. Once the twelve weeks are used up, it is one entire calendar year before the employee would be eligible for another twelve weeks of coverage.

#### **4/03**

##### **FMLA – First Reading**

After general discussion concerning the definitions of family being proposed, Joe Luthman made a motion to add the clause "and for those for whom an employee is a legal guardian". The proposed change would be brought forward to HR. There was a question of whether the issue of domestic partner had been addressed. Laura indicated that it had and the response for HR was that the federal law did not cover domestic partners.

**3/04**

**New Business/Guests**

Laura Emch asked for clarifications on when FMLA kicks in during extended sick leave. There is a perception that it must be used after 3 continuous days of outage. Dave Crooks mentioned that employees often work out an agreement with their supervisors to 'flex' their time when outages occur in the same week.

**4/04**

Clarification was provided on Family Medical Leave Act: It is not required, but only recommended as a means to protect an employee in cases of planned illnesses, prolonged illnesses or cases in which there may not be enough sick, vacation, or personal leave to carry the staff member through their absence. \*A Director/Supervisor could require a doctor's excuse if they so choose; even though FMLA is not filed.

**9/04**

**Old Business:**

Rebecca Ferguson and Pat Kelly from Human Resources were here to discuss the spousal rule. Handouts were distributed, including a memo from the insurance committee and answers to questions sent to them earlier from the Chair. The spousal rule has been in effect for new employees for the last two years, and will be in effect for all employees starting in 2006.

When considering whether the spouse is coming in on our insurance or not, the questions to ask are:

1. if the spouse has a full-time position
2. if the spouse's employer offers health care
3. if the spouse's employer covers 50% (minimum) of the total cost of contribution.

Therefore, the spouse's insurance is primary, so the first 'hit' goes to the spouse's employer. There are approximately 1000 spouses: 1/2 will not be affected, 1/4 already in program so 1/4 will be affected, which should give the University an anticipated savings of approximately \$500,000.00.

Human Resources is going up first with BG@100 starting July, 2005. Eventually the P in our ID will go away and the P will change to a 0.

Funding was authorized to hire a consultant to come to work with a small group to get planning on the health benefits project. Then work will start with health, wellness and insurance committees to build a 5 year strategic plan.

Ferguson stated that the domestic partner issue is a problem. She said that there is a huge problem with recruitment because it is a deterrent to some applicants.



Questions arose concerning Merit. Ferguson brought in the Finance and Administrations merit document, saying that it isn't perfect, but it is her favorite one. They use it for Merit and Super Merit, so everyone should know what they have to do to get either one.

Another question dealt with why we don't have an overall Administrative Staff merit document: The answer dealt with the fact that what works in Student Affairs may not work in Athletics or Facilities. And again Finance and Administration is one of the only divisions she know of that actually came up with a divisional document.

Mid-year evaluations was another topic of concern. Ferguson referred to the 12/99 memo which stated that supervisors don't have to use a standardized form. The mid-year evaluation was implemented to open up communication between supervisor and supervisee, this way there were no surprises at the end of the year evaluation.

The Mercer was supposed to be looked at this year, but with all the new programs i.e. BG@100 they are putting this off until next year.

The University is looking at ways to make the BGSU community healthier by offering a 50% discount at the Rec Center. There are a number of incentive programs leading to points that will allow the employee a discount. Ideas for this type of program at Firelands are being investigated.

Dependent fee waivers went down from 2002 to the present year.

**Agenda for ASC Exec Team**  
**December 14, 2004 11:45**  
**306 BTSU**

Speaker phone for Penny – we will call a phone number provided by her. (speaker phone will be in the room)

1. Spring reception is 3-5pm 3/29 in BTSU 202B, professional development seminar opportunities
2. FMLA – definition of family. Is the issue put to rest, or should a committee work on it alongside Faculty Senate Welfare Committee ??
3. Merit pay criteria validation. We have copies of the existing documents to be passed out at meeting.  
Jim Lach wants to address PWC
4. January guests ????

X-Sender: emonago@mailstore.bgsu.edu

Date: Tue, 11 Jan 2005 10:09:35 -0500

To: Joe Luthman <jluthma@bgnet.bgsu.edu>, dcrooks@bgsu.edu, lona@bgsu.edu, emonago@bgsu.edu, skendal@bgsu.edu, rlynv@bgsu.edu, ncassid@bgsu.edu, annje@bgsu.edu, pnemitz@bgsu.edu

From: Emily Monago <emonago@bgnet.bgsu.edu>

Subject: Re: 11:45 1/11 (tues) Union 306 ASC Exec meeting

This is the draft proposal to add the treasurer position to ASC that the Amendments Committee has been working on. I recommend this as a discussion item at exec meeting today.

### The Treasurer

The current officers of Administrative Staff Council are chair, chair-elect, and secretary. This proposal is a recommendation to add the officer position of treasurer to the officers of ASC. -

The treasurer position oversees all ASC budgets for scholarship, professional development, and other committees of ASC. This position is key for the centralization of all the budget reports and creating continuity and maintaining the budget history of ASC. The treasurer is responsible for developing a stronger financial area for ASC by investigating fundraising opportunities, grants, etc. This officer holds a seat at ASC Executive meetings.

base

ASC Exec:

No attachments - please recommend discussion items. See you at 11:45.

THANK YOU!

Joe

Emily A. Monago  
Scholarship Manager and Multicultural Student Advisor  
Center for Multicultural and Academic Initiatives  
Bowling Green State University  
424 Saddlemire Student Services Building  
Bowling Green, OH 43403  
(419) 372-2994 telephone  
(419) 372-2124 fax  
emonago@bgnet.bgsu.edu

Interim Admin  
change time council members  
1st read Feb  
2nd read March  
sit out to 1 yr.

Elections Apr.

Is source proposal  
have to be on ASC?

Handbook changes  
go back to Bot in June  
common Handbook

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
Date: Fri, 21 Jan 2005 15:07:29 -0500  
To: emonago@bgsu.edu, rlynv@bgsu.edu, ncassid@bgsu.edu, annje@bgsu.edu  
From: Joe Luthman <jluthma@bgnet.bgsu.edu>  
Subject: Fwd: Administrative Staff Turn Over

Exec Team: (message already sent to Dave, Steve, Lona and Penny)

Here is the turnover study that ASC requested in the Fall Compensation meeting that Lona, Dave, Steve K, and I attended.

There was considerable (!) work done by HR on this, so please peruse the summary sheets when capable and make requests to either Lona or me.

So far, what I've noted is that we could use some additional summary sheets giving turnover by pay grade, gender, and by age (separated in decades ??)

Joe

Date: Fri, 14 Jan 2005 16:06:41 -0500  
To: ASC Leadership Team, mserio@bgnet.bgsu.edu  
From: Rebecca Ferguson <fergusb@bgnet.bgsu.edu>  
Subject: Administrative Staff Turn Over  
Cc: Linda Dobb <bgsulib@wcnet.org>, Chris Dalton <cdalton@bgnet.bgsu.edu>  
Bcc: patrick D Kelly <pdkelly@bgnet.bgsu.edu>

Joe and Lona:

A few months back you ask if we could take a look at administrative staff turn over rates to see if we were having turnover issues. Attached is a very large excel work book. Please know that the numbers of administrative staff are all FT & PT but do NOT include any coaches or trainers. I think you will find the data of great interest.  
Sheets with in the book are as follows:

- 1) Cover
- 2) Years of Service in Admin Staff Postilion by VP area
- 3) 3 years or less of Admin Service
- 4) Yes of service - base data
- 5) Summary of 2004
- 6) Summary of 2003
- 7) Summary of 2002
- 8) Summary of 2001
- 9) Summary of 2000
- 10) data cut
- 11) data cut
- 12) data cut
- 13 on) data by division

In my opinion Pat has done a great job on this project. Enjoy Becca

Rebecca C. Ferguson  
Assistant Vice President, Human Resources  
100 College Park  
Bowling Green State University  
Bowling Green, Ohio 43403

Office Phone 419.372.2259  
Fax 419.372.2920

"The Office of Human Resources working as a team within the office and throughout the university:

\*Recruits the Best

\*Retains the Best

\*And assists employees as they Reinvest in their future."

Rebecca C. Ferguson  
Assistant Vice President, Human Resources  
100 College Park  
Bowling Green State University  
Bowling Green, Ohio 43403

Office Phone 419.372.2259  
Fax 419.372.2920

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\*Recruits the Best

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\*And assists employees as they Reinvest in their future."



Admin Staff Turnover 2004-2005-FINAL.xls

Information Gathered In December of 2004					
	Average Number of Years with BGSU as Administrative Staff				
VP AREA	2004	2003	2002	2001	2000
Executive VP	9.16	8.98	8.21	8.49	7.88
Finance and Administration	8.94	10.44	10.43	10.89	11.02
President	4.67	3.67	3.75	2.75	1.75
Provost/Academic Affairs	7.15	6.91	6.61	6.99	6.56
Student Affairs	7.34	6.98	6.72	6.96	6.43
University Advancement	7.31	7.93	7.26	6.88	6.20
	Average Number of Years in their Current Position				
VP AREA	2004	2003	2002	2001	2000
Executive VP	6.59	6.06	5.2	4.96	4.26
Finance and Administration	4.88	5.53	4.72	4.32	4.1
President	3.33	2.33	2.5	2.5	0.5
Provost/Academic Affairs	5.26	4.82	4.28	4.09	3.53
Student Affairs	4.82	4.28	3.68	3.38	2.69
University Advancement	4.03	4.11	3.44	2.85	2.00
	Number of Administrative by VP Area				
VP AREA	2004	2003	2002	2001	2000
Executive VP	141	143	143	137	139
Finance and Administration	49	42	46	44	42
President	3	3	3	4	4
Provost/Academic Affairs	183	179	186	171	165
Student Affairs	167	167	167	146	149
University Advancement	29	27	27	26	25
TOTALS	572	561	572	528	524

One-way ANOVA  
grade=19

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	17	
Number of Observations Used	17	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	10005327.53	10005327.53	0.24	0.6342
Level of gender	N	salary			
		Mean	Std Dev		
f	9	81458	8278.46378		
m	8	82995	3546.01221		

One-way ANOVA  
grade=20

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	7	
Number of Observations Used	7	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	36682858.33	36682858.33	0.39	0.5595

Level of gender	N	salary	
		Mean	Std Dev
f	3	91243.6667	10831.0923
m	4	95869.5	8852.5455

One-way ANOVA  
grade=21

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	12	
Number of Observations Used	12	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	360610481.6	360610481.6	1.23	0.2931

Level of gender	N	salary	
		Mean	Std Dev
f	5	123138.4	19922.9474
m	7	112019.143	14947.497

One-way ANOVA  
grade=16

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	94	
Number of Observations Used	94	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	132255226.6	132255226.6	2.68	0.1048

Level of gender	N	salary	
		Mean	Std Dev
f	57	57138.2281	6579.01696
m	37	59566.1351	7657.1411

One-way ANOVA  
grade=17

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	45	
Number of Observations Used	45	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	967534.5344	967534.5344	0.01	0.9114

Level of gender	N	salary	
		Mean	Std Dev
f	25	65205.76	9785.57408
m	20	65500.85	7346.07274

One-way ANOVA  
grade=18

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	18	
Number of Observations Used	18	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	6002633.878	6002633.878	0.07	0.7911

Level of gender	N	salary	
		Mean	Std Dev
f	8	74998.75	8325.41254
m	10	76160.9	9650.78712



One-way ANOVA  
grade=13

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	89	
Number of Observations Used	89	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	3363696.683	3363696.683	0.07	0.79

Level of gender	N	salary	
		Mean	Std Dev
f	44	40304.2045	6029.64169
m	45	40693.0444	7597.26231

One-way ANOVA  
grade=14

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	103	
Number of Observations Used	103	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	2981772.009	2981772.009	0.14	0.7108

Level of gender	N	salary	
		Mean	Std Dev
f	59	43160.339	4818.47226
m	44	43504.2955	4396.83042

One-way ANOVA  
grade=15

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	95	
Number of Observations Used	95	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	19168763.67	19168763.67	0.42	0.5185

Level of gender	N	salary	
		Mean	Std Dev
f	63	50679.6032	6856.19878
m	32	49729.1875	6547.35861

One-way ANOVA  
grade=09

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	4	
Number of Observations Used	4	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	110592	110592	0.01	0.9489

Level of gender	N	salary	
		Mean	Std Dev
f	3	33427	4598.99456
m	1	33811	.

One-way ANOVA  
grade=11

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	13	
Number of Observations Used	13	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	26089560.26	26089560.26	1.09	0.3197

Level of gender	N	salary	
		Mean	Std Dev
f	6	35700	5759.93038
m	7	32358.2857	4049.52247

One-way ANOVA  
grade=12

Class Level Information		
Class	Levels	Values
gender	2	f m
Number of Observations Read	35	
Number of Observations Used	35	

Source	DF	Anova SS	Mean Square	F Value	Pr > F
gender	1	756931.6874	756931.6874	0.07	0.7995

Level of gender	N	salary	
		Mean	Std Dev
f	23	36783.3478	2962.40709
m	12	37093.1667	4133.18934

Class Level Information		
Class	Levels	Values
gender	2	f m
years	3	7 14 19
Number of Observations Read	4	
Number of Observations Used	4	

Dependent Variable: salary  
grade=09

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	2	40514742	20257371	10.68	0.2115
Error	1	1897352	1897352		
Corrected Total	3	42412094			

R-Square	Coeff	Root MSE	salary Mean
0.955264	4.109	1377.444	33523

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	110592	110592	0.06	0.8492
years	1	40404150	40404150	21.3	0.1359
gender*years	0	0	.	.	.

grade=09

Level of gender	N	salary	
		Mean	Std Dev
f	3	33427	4598.99456
m	1	33811	.

Level of years	N	salary	
		Mean	Std Dev
7	1	28237	.
14	1	33811	.
19	2	36022	1377.44401

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	7	1	28237	.
f	19	2	36022	1377.44401
m	14	1	33811	.

Class Level Information		
Class	Levels	Values
gender	2	f m
years	10	1 3 5 7 8 11 12 13 15 16
Number of Observations Read		13
Number of Observations Used		13

Dependent Variable: salary  
grade=11

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	10	267887518.7	26788751.9	2.38	0.3316
Error	2	22477825	11238912.5		
Corrected Total	12	290365343.7			

R-Square	Coeff	Root MSE	salary Mean
0.922588	9.8111	3352.449	34169.85

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	26089560.3	26089560.3	2.32	0.2671
years	9	241797958.4	26866439.8	2.39	0.3297
gender*years	0	0	.	.	.

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	40836068.2	40836068.2	3.63	0.1969
years	9	241797958.4	26866439.8	2.39	0.3297
gender*years	0	0	.	.	.

grade=11

Level of gender	N	salary		
		Mean	Std Dev	
f	6	35700	5759.93038	
m	7	32858.2857	4049.52247	
Level of years	N	salary		
		Mean	Std Dev	
3	2	32765.5	4721.35198	
5	3	32381.6667	4528.94738	
Level of gender	Level years	N	salary	
			Mean	Std Dev
f	5	2	34990.5	432.04224
m	3	2	32765.5	4721.35198

Class Level Information		
Class	Levels	Values
gender	2	f m
years	14	0 1 2 3 5 6 7 8 9 10 12 14 20 26
Number of Observations Read	35	
Number of Observations Used	35	

Source	DF	Sum of Squares	Mean Square	F Value	Pr > F
Model	16	159978267.5	9998641.7	0.81	0.66
Error	18	221763287.1	12320182.6		
Corrected Total	34	381741554.6			

R-Square	Coeff	Root MSE	salary Mean
0.419075	9.5149	3510.012	36889.57

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	756931.7	756931.7	0.06	0.807
years	13	150897894.2	11607530.3	0.94	0.5342
gender*years	2	8323441.6	4161720.8	0.34	0.7173

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	733030.1	733030.1	0.06	0.81
years	13	133198146.9	10246011.3	0.83	0.6265
gender*years	2	8323441.6	4161720.8	0.34	0.7173

grade=12

Level of gender	N	salary	
		Mean	Std Dev
f	23	36783.3473	2962.40709
m	12	37093.1667	4133.18934

Level of years	N	salary	
		Mean	Std Dev
0	3	32848.6667	733.71871
1	11	36913.7273	4100.96247
2	7	36798.4286	3130.00452
3	4	37415.75	1924.17331

grade=12

44.

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	1	5	35561.6	2123.69026
f	2	7	36798.4286	3130.00452
f	3	3	37408.3333	2356.55136
m	0	2	32523	674.57987
m	1	6	38040.5	5164.87656

Two-way ANOVA  
The GLM Procedure  
grade=13

Class Level Information		
Class	Levels	Values
gender	2	f m
years	17	0 1 2 3 4 5 6 7 8 9 15 16 18 19 21 24 25
Number of Observations Read	89	
Number of Observations Used	89	

Dependent Variable: salary  
grade=13

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	27	1824463468	67572721	1.81	0.0288
Error	61	2281842482	37407254		
Corrected Total	88	4106305950			

R-Square	Coeff	Root MSE	salary Mean
0.444308	15.101	6116.147	40500.81

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	3363697	3363697	0.09	0.7653
years	16	1454392079	90899505	2.43	0.0067
gender*years	10	366707693	36670769	0.98	0.4699

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	7613237	7613237	0.2	0.6535
years	16	1459051489	91190718	2.44	0.0065
gender*years	10	366707693	36670769	0.98	0.4699

Level of gender	N	salary	
		Mean	Std Dev
f	44	40304.2045	6029.64169
m	45	40693.0444	7597.26231

Level of years	N	salary	
		Mean	Std Dev
0	7	32518.2857	3482.73569
1	8	38567.625	4652.71607
2	21	39437.1905	8934.33193
3	8	40056.125	5599.11372
4	20	41504.05	4321.64367
5	4	33980	2349.56748
6	3	39080.3333	8569.50712
7	4	39595.75	3944.16593
9	2	47352	347.89654
15	2	45865.5	2467.09556
16	2	44411.5	412.24325
18	2	49409	4091.31984
21	2	54333.5	4509.21994

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	0	4	32486.75	3409.5895
f	1	6	37631.6667	5060.5042
f	2	11	37412.0909	4596.1908
f	3	3	43462.3333	5148.3257
f	4	8	42707.875	3909.1078
f	6	2	43683.5	4442.7519
f	7	2	42062.5	4400.3255
f	18	2	49409	4091.3198
m	0	3	32560.3333	4352.6719
m	1	2	41375.5	1570.4842
m	2	10	41664.8	11974.335
m	3	5	38012.4	5261.8718
m	4	12	40701.5	4558.3591
m	5	3	39549.6667	2516.6606
m	7	2	37129	1722.5121
m	15	2	45865.5	2467.0956

Two-way ANOVA  
The GLM Procedure  
grade=14

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Class Level Information		
Class	Levels	Values
gender	2	f m
years	17	0 1 2 3 4 5 6 7 8 9 12 14 16 17 21 24 32
Number of Observations Read	103	
Number of Observations Used	103	

Dependent Variable: salary  
grade=14

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	27	1194311766	44233769	3.36	<.0001
Error	75	986576214	13154350		
Corrected Total	102	2180887980			

R-Square	Coeff	Root MSE	salary Mean
0.547626	8.3743	3626.893	43307.27

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	2981772	2981772	0.23	0.6354
years	16	988076043.7	61754752.7	4.69	<.0001
gender*years	10	203253950.7	20325395.1	1.55	0.1404

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	5102602.3	5102602.3	0.39	0.5353
years	16	874924551.9	54682784.5	4.16	<.0001
gender*years	10	203253950.7	20325395.1	1.55	0.1404

grade=14

Level of gender	N	salary	
		Mean	Std Dev
f	59	43160.339	4818.47226
m	44	43504.2955	4396.83042



Level of years	N	salary	
		Mean	Std Dev
0	5	40971.8	5661.83205
1	12	41208.25	3183.36855
2	21	42428.6667	4542.4735
3	10	40014.2	2328.88103
4	14	43339.3571	3062.75378
5	14	42620.7957	3231.07218
6	5	43374.4	4065.64832
7	3	41106	2858.13156
9	5	45439	5620.04195
14	4	48805.75	756.01339
16	3	49392.3333	2018.18788
21	2	51653.5	5446.84354

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	1	9	40078.6667	2483.62407
f	2	15	41832.9333	4109.32663
f	3	5	40300.6	2703.92332
f	4	5	40985.8	1801.37578
f	5	8	42963.125	3518.95481
f	6	3	45603.3333	3323.6324
f	7	2	39574	1501.8948
f	9	3	47075.3333	7210.20806
f	14	3	49061	682.94875
m	0	5	40971.8	5661.83205
m	1	3	44597	2845.22178
m	2	6	43918	5614.93081
m	3	5	39727.8	2164.95536
m	4	9	44646.8889	2869.73999
m	5	6	42164.3333	3061.00615
m	6	2	40031	2600.73874
m	9	2	42984.5	1511.08719
m	16	2	48232.5	273.65032

Class Level Information		
Class	Levels	Values
gender	2	f m
years	20	0 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 18 19 20 21
Number of Observations Read	95	
Number of Observations Used	95	

Dependent Variable: salary

grade=15

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	27	1586212037	58748594	1.47	0.1028
Error	67	2676324400	39945140		
Corrected Total	94	4262536438			

R-Square	Coeff	Root MSE	salary Mean
0.372129	12.55	6320.217	50359.46

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	19168764	19168764	0.48	0.4909
years	19	1186996926	62473522	1.56	0.0925
gender*years	7	380046347	54292335	1.36	0.2372

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	327230	327230	0.01	0.9282
years	19	1259118460	66269393	1.66	0.0671
gender*years	7	380046347	54292335	1.36	0.2372

grade=15

Level of gender	N	salary	
		Mean	Std Dev
f	63	50679.6032	6856.19878
m	32	49729.1875	6547.35861

grade=15

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Level of years	N	salary	
		Mean	Std Dev
0	3	43694	4036.47183
1	11	50473.9091	9517.71066
2	16	49323	5891.37853
3	6	46139.6667	2932.17194
4	14	49917.7857	6507.11536
5	14	51489.0714	5815.83952
6	8	49084.625	4350.06722
7	6	49557	9058.90561
8	3	46154.3333	1329.54591
15	3	54903.3333	3457.73081
21	2	62207	1549.97806

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	0	2	41343	485.0753
f	1	7	50935.8571	10354.023
f	2	12	51382.5	4945.8493
f	3	5	45984.2	3250.5025
f	4	6	51518.6667	8993.1234
f	5	9	49302.6667	3361.9491
f	6	4	48963.75	2020.5695
f	7	6	49557	9058.9056
f	8	2	46366	1807.3649
f	15	3	54903.3333	3457.7308
f	21	2	62207	1549.9781
m	1	4	49665.5	9283.0587
m	2	4	43144.5	3998.1459
m	4	8	48717.125	4125.9147
m	5	5	55424.6	7563.4818
m	6	4	49205.5	6327.1006

Two-way ANOVA  
The GLM Procedure  
grade=16

Class Level Information		
Class	Levels	Values
gender	2	f m
years	19	0 1 2 3 4 5 6 7 8 9 10 11 15 16 18 19 20 21 22

Number of Observations Read	94
Number of Observations Used	94

Two-way ANOVA  
 The GLM Procedure  
 Dependent Variable: salary  
 grade=16

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	33	2075040653	62880020	1.46	0.1026
Error	60	2591833718	43197229		
Corrected Total	93	4666874371			

R-Square	Coeff	Root MSE	salary Mean
0.444632	11.314	6572.46	58093.89

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	132255227	132255227	3.06	0.0853
years	18	1194005275	66333626	1.54	0.1094
gender*years	14	748780152	53484297	1.24	0.2732

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	94864057	94864057	2.2	0.1436
years	18	1058327241	58795958	1.36	0.1853
gender*years	14	748780152	53484297	1.24	0.2732

grade=16

Level of gender	N	salary	
		Mean	Std Dev
f	57	57138.2281	6579.01696
m	37	59566.1351	7657.1411

Level of years	N	salary	
		Mean	Std Dev
0	3	54941.3333	101.6136
1	10	54581.2	9005.5127
2	12	56646.75	3720.2716
3	9	57690.2222	5930.0776
4	12	55108.0833	5718.9572
5	5	62137	10950.9183
6	10	58941.1	8815.1526
7	5	53986.8	7890.417
8	4	56791.25	6793.9056
10	2	59555	6375.2747
11	5	59199.6	6093.693

15	3	58490.3333	2223.1429
16	2	61698	660.4377
18	2	63915	9454.0177
19	3	65888	7495.5005
21	2	64225	369.1097
22	3	64574	6738.2867

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	1	5	53076.2	10632.21
f	2	7	57347.9	2183.94
f	3	2	57130.0	9263.10
f	4	9	53573.1	3639.07
f	5	3	56443.7	6376.43
f	6	7	54929.9	6990.52
f	7	3	53248.7	6041.87
f	8	3	54873.7	6868.26
f	11	4	60607.5	6024.64
f	15	2	57220.0	449.72
f	18	2	63915.0	9454.02
f	21	2	64225.0	369.11
f	22	2	66156.0	8705.90
m	0	2	54912.0	124.45
m	1	5	56086.2	7985.42
m	2	5	55665.2	5370.50
m	3	7	57850.3	5696.70
m	4	3	59713.0	9192.60
m	5	2	70677.0	12460.64
m	6	3	68300.7	3919.35
m	7	2	55094.0	13112.59
m	19	2	70000.0	3303.60

Two-way ANOVA  
The GLM Procedure  
grade=17

Class Level Information		
Class	Levels	Values
gender	2	f m
years	16	0 1 2 3 4 5 6 7 8 11 14 15 16

Number of Observations Read	45
Number of Observations Used	45

Two-way ANOVA  
The GLM Procedure  
Dependent Variable: salary  
grade=17

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Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	27	2299511744	85167102	1.41	0.2313
Error	17	1024965740	60292102		
Corrected Total	44	3324477484			

R-Square	Coeff	Root MSE	salary Mean
0.691691	11.884	7764.799	65336.91

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	967535	967535	0.02	0.9007
years	15	1377533671	91835578	1.52	0.201
gender*years	11	921010538	83728231	1.39	0.2629

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	1053269	1053269	0.02	0.8964
years	15	1050528027	70035202	1.16	0.3801
gender*years	11	921010538	83728231	1.39	0.2629

grade=17

Level of gender	N	salary	
		Mean	Std Dev
f	25	65205.76	9785.57408
m	20	65500.85	7346.07274

Level of years	N	salary	
		Mean	Std Dev
0	2	60835.5	10373.9636
1	3	69990.3333	2646.3806
2	6	56913.5	9308.8144
3	3	61825.6667	5795.6204
4	5	66298.2	9220.1775
5	3	64830	7685.0781
6	8	63738.375	9233.1582
7	2	73410.5	5552.9096
11	2	73737	14026.1701
14	2	64081.5	340.1184
15	2	65403.5	6521.6458
21	2	69073	777.8175
22	2	72255	2927.4221

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	2	4	51284.5	2861.4585
f	4	3	68214	12478.1405
f	5	2	67790	8096.3726
f	6	3	62020.3333	2982.3672
f	22	2	72255	2927.4221
m	1	2	71475	883.8835
m	2	2	68171.5	5336.5349
m	3	2	58527.5	1382.3938
m	4	2	63424.5	1054.2962
m	6	5	64769.2	11882.7757

Two-way ANOVA

The GLM Procedure

grade=18

Class Level Information		
Class	Levels	Values
gender	2	f m
years	9	0 1 2 3 4 6 7 14

Number of Observations Read	18
Number of Observations Used	18

Dependent Variable: salary

grade=18

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	11	867561216	78869201	1.02	0.5154
Error	6	461868104	76978017		
Corrected Total	17	1329429320			

R-Square	Coeff	Root MSE	salary Mean
0.652582	11.599	8773.712	75644.39

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	6002633.9	6002633.9	0.08	0.7894
years	8	831026077.4	103878259.7	1.35	0.3676
gender*years	2	30532505	15266252.5	0.2	0.8253

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	2838242.1	2838242.1	0.04	0.8541
years	8	861127235.3	107640904.4	1.4	0.3511
gender*years	2	30532505	15266252.5	0.2	0.8253

Two-way ANOVA  
The GLM Procedure  
grade=18

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Level of gender	N	salary	
		Mean	Std Dev
f	8	74998.75	8325.41254
m	10	76160.9	9650.78712

Level of years	N	salary	
		Mean	Std Dev
1	3	66240	9022.9208
2	2	74914.5	415.0717
3	2	76062	230.5168
4	5	76793.4	7467.4739
6	2	72340	10344.9722

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	1	2	68310	11709.6883
f	4	3	75947	9798.0595
m	3	2	76062	230.5168
m	4	2	78063	5067.1272
m	6	2	72340	10344.9722

Two-way ANOVA  
The GLM Procedure  
grade=19

Class Level Information		
Class	Levels	Values
gender	2	f m
years	9	1 3 4 5 7 8 9 15

Number of Observations Read	17
Number of Observations Used	17

Dependent Variable: salary

grade=19

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	12	414527405.5	34543950.5	0.6	0.7806
Error	4	231761040	57940260		
Corrected Total	16	646288445.5			



grade=19

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R-Square	Coeff	Root MSE	salary Mean
0.641397	9.2623	7611.85	82181.29

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	10005327.5	10005327.5	0.17	0.6991
years	8	223413578.7	27926697.3	0.48	0.8238
gender*years	3	181108499.3	60369499.8	1.04	0.4648

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	28618795.1	28618795.1	0.49	0.5209
years	8	174615951.2	21826993.9	0.38	0.8881
gender*years	3	181108499.3	60369499.8	1.04	0.4648

grade=19

Level of gender	N	salary	
		Mean	Std Dev
f	9	81458	8278.46378
m	8	82995	3546.01221

Level of years	N	salary	
		Mean	Std Dev
1	3	86595	9391.35374
3	5	83441.8	5852.92001
4	2	83327.5	5425.63033
5	2	75057	9346.53743

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	1	2	90045	10245.9773
f	3	3	82273	7413.3177
m	3	2	85195	4106.8762

Two-way ANOVA  
The GLM Procedure  
grade=20

Class Level Information		
Class	Levels	Values
gender	2	f m
years	5	2 3 4 5 10

Number of Observations Read	7
Number of Observations Used	7

Two-way ANOVA  
The GLM Procedure  
Dependent Variable: salary  
grade=20

56

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	4	347494939	86873734.7	1.09	0.5291
Error	2	158915725	79457862.5		
Corrected Total	6	506410664			

R-Square	Coeff	Root MSE	salary Mean
0.686192	9.4943	8913.914	93887

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	36682858.3	36682858.3	0.46	0.5669
years	3	310812080.7	103604026.9	1.3	0.4618
gender*years	0	0	.	.	.

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	0	0	.	.	.
years	3	310812080.7	103604026.9	1.3	0.4618
gender*years	0	0	.	.	.

grade=20

Level of gender	N	salary	
		Mean	Std Dev
f	3	91243.6667	10831.0923
m	4	95869.5	8852.5455

Level of years	N	salary	
		Mean	Std Dev
2	2	85490.5	6002.6295
3	2	101162.5	11085.313
4	1	90298	.
5	1	102750	.
10	1	90855	.

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	2	2	85490.5	6002.6295
f	5	1	102750	.
m	3	2	101162.5	11085.313
m	4	1	90298	.
m	10	1	90855	.

Class Level Information		
Class	Levels	Values
gender	2	f m
years	10	2 3 4 5 7 14 15

Number of Observations Read	12
Number of Observations Used	12

Dependent Variable: salary  
grade=21

Source	DF	Sum of	Mean Square	F Value	Pr > F
Model	10	3096478082	309647808	1.61	0.5512
Error	1	192393728	192393728		
Corrected Total	11	3288871810			

R-Square	Coeff	Root MSE	salary Mean
0.941502	11.891	13870.61	116652.2

Source	DF	Type I SS	Mean Square	F Value	Pr > F
gender	1	360610482	360610482	1.87	0.4016
years	9	2735867600	303985289	1.58	0.5532
gender*years	0	0	.	.	.

Source	DF	Type III SS	Mean Square	F Value	Pr > F
gender	1	124743361	124743361	0.65	0.5684
years	9	2735867600	303985289	1.58	0.5532
gender*years	0	0	.	.	.

Level of gender	N	salary	
		Mean	Std Dev
f	5	123138.4	19922.9474
m	7	112019.143	14947.497

Level of years	N	salary	
		Mean	Std Dev
5	3	111902.333	12592.4003

grade=21

Level of gender	Level years	N	salary	
			Mean	Std Dev
f	5	2	116462	13870.6066

**Agenda for ASC Exec Team**  
**February 14, 2005**  
**307 Bowen-Thompson Student Union**  
**11:45 AM**

1. February 2 Meeting Review

Priority Agenda for March 2

Marcia Sloan Latta Q's – Time Limit – Please submit Q's

2. PWC Plans for March 2

3. OED Procedures Discussion – Other items for Timboli? – February 17

4. HR Meeting – February 14 AM

5. Handbook Project Report

Carol Lininger - Linking

Ombudsperson (people) – process

6. University Budget Committee Request?

7. Election Process

8. Finance Committee Activity

Additional Funding Request

9. BOT Report Topics for March 3

10. Dining Services Questions

11. There are two March non-renewals pending

12. Guest – Marketing and Communications – Kim McBroom – 12:45 PM

**Important Dates:**

Administrative Staff Spring Reception

Wednesday, April 5, 2006: 2 – 4 PM, Olscamp 101

**Agenda for ASC Exec Team**  
**March 22, 2005 11:45**  
**306 BTSU**

Speaker phone for Penny – we will call a phone number provided by her. (speaker phone will be in the room)

1. Spring reception is 3-5pm 3/29 in BTSU 202B  
Professional development seminars held in BTSU 314 – organized by Chris Haar
2. ASC office space update – Lona and I surveyed eligible rooms in South Hall. We're hoping for a room in CPOB to be shared with CSC. May be available in August.
3. Ombudsperson update.
4. May guest ??

**Agenda for ASC Exec Team**  
**April 5, 2005 11:45**  
**306 BTSU**

Speaker phone for Penny -- we will call a phone number provided by her. (speaker phone will be in the room)

1. Since the room reservations for 2005-6 must soon be made, Exec team meeting times. Change to 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays ???
2. Spring reception follow-through. Things that went well and/or things to change ??
3. Compensation meeting follow-through. Analysis (same as (2))
4. ASC office space update -- South Hall rooms are the only eligible rooms. We'd like SH 216 for shared room for both CSC and ASC, and 403 A for storage space for ASC alone.
5. Ombudsperson update. Announced 3/29 in Spring Reception, and in 4/1 Board of Trustees meeting, ready for update to ASC website.
6. May guest ??

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
Date: Mon, 18 Apr 2005 16:03:00 -0400  
To: dcrooks@bgsu.edu, lona@bgsu.edu, emonago@bgsu.edu, skendal@bgsu.edu,  
rlynv@bgsu.edu, ncassid@bgsu.edu, annje@bgsu.edu, pnemitz@bgsu.edu  
From: Joe Luthman <jluthma@bgsu.edu>  
Subject: 11:45 4/19 (tues) Union 306 ASC Exec meeting

ASC Exec:

Please find attached:

Proposed agenda for May ASC meeting  
(please note ???? on old and new business - please feel free to suggest/remind )

(sorry, no agenda for tomorrow Exec meeting, but here are answers from our last HR-ASC meeting.

Questions/answers from HR-ASC meeting on Thursday 4/14

1. Discussion regarding out-placement services.

ANS: This is provided when requested, but not advertised as such. If advertised by any formal BGSU figure, it tends to exacerbate anxiety, and spawn unwarranted rumors. Best advice may be for ASC leadership to revisit this issue on an annual basis.

2. A question was brought to me from a constituent: Why was alcohol served (at university expense) at the Employee Staff Awards banquet and why are there two banquets; a separate one for night shift workers? The questions also speaks to the issue of release time from work during the event.

ANS: As for the separate celebration for night shift. This was requested by those on night shift, so the request was granted.

Alcohol - this, too, has been alternately requested, and rejected, and then requested again. The Foundation funds this celebration, so it's legally permissible.

This year, cash bar was for mixed drinks but wine and beer were free. This way, the lines moved much more quickly.

3. ASC will foot the bill for some training for the ombudsperson. Can anyone recommend some proper training?

ANS: Becca and Marsha recommended some books for Robin. Jill Carr was cited as someone with a great deal of mediating experience.

(apart from the ASC-HR meeting, Diane Regan volunteered to help advise)

One unique event for this meeting is that we'll finish our meeting early in order to support AAUW, which will be selling lemonade in the Union Lobby.

THANK YOU!

Joe

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
Date: Tue, 03 May 2005 11:09:28 -0400  
To: ncassid@bgsu.edu, annje@bgsu.edu, dcrooks@bgsu.edu,  
rlynv@bgsu.edu, pnemitz@bgsu.edu, lona@bgsu.edu,  
emonago@bgsu.edu, jluthma@bgsu.edu, skendal@bgsu.edu  
From: Joe Luthman <jluthma@bgsu.edu>  
Subject: Exec meeting today in Union 306

Sorry all. I'm about 2 days behind where I'd like to be.

Please find attached

1) Agenda for today

2) GSS resolution

3) Agenda for Thursday ASC meeting

Other issues

4) Ombudsperson training

5) Questions received for General Counsel are....

=====

Since you have been here, what have been the issues that have become priorities for your office?

What has been addressed since you arrived in July?

I understand that there have been some significant changes to the process used to investigate allegations brought to the Office of Equity and Diversity. Please describe what those are and the thinking behind the changes.



AgendaExec0503.doc



Resolution2005.S1-AcademicBillofRights2 passed.doc



Agenda2005051.doc



Graduate Student Senate  
Bowling Green State University  
402 Bowen-Thompson Student Union  
Bowling Green, Ohio, 43403  
www.bgsu.edu/studentlife/organizations/gss  
(419) 372-2426



**Bowling Green State University  
Graduate Student Senate Resolution 2005.S1:  
Expressing Opposition to Ohio Senate Bill 24, "The Academic Bill of Rights"**

**WHEREAS**, the mission of Bowling Green State University is that it aspires to be the premier learning community in Ohio, and one of the best in the nation; and

**WHEREAS**, Bowling Green State University desires to foster a learning community that is accepting of all diverse student and faculty opinions offered in the academic setting; and

**WHEREAS** the goal of all outstanding institutions of higher education is to challenge students to broaden their knowledge by way of introducing opposing viewpoints and stimulating discourse in the classroom; and

**WHEREAS** restrictions placed by outside bodies on both discourse and oppositional viewpoints within the academic setting are antithetical to these goals and hindrances to students' rights to a quality education; and

**WHEREAS** Ohio Senate Bill 24, known as "The Academic Bill of Rights," aims to explicitly forbid the discussion of contentious topics and the voicing of controversial opinions in both public and private college and university classrooms; and

**WHEREAS** the passage of Ohio Senate Bill 24 would delegate the power to censor classroom discourse to courts of law and away from the faculty and administrators who conceive of and teach the classes; and

**WHEREAS** the ambiguous language of Ohio Senate Bill 24 would, if passed, provide the courts and state legislature the ability to legally define which opinions and viewpoints are permitted to be expressed within the classroom; and

**WHEREAS** the effect of Ohio Senate Bill 24 would be to stifle the exploration of opposing viewpoints and discourse on controversial subjects, thereby denying basic rights of free speech and cultural awareness to students and faculty;

**WHEREAS** an additional effect of the Ohio Senate Bill 24 would be to limit inquiry and teaching to pre-existing constructions of academic disciplines and reduce the ability of students and faculty to explore and explain the ways in which knowledge and scholarship cross the sometimes arbitrary delineations between departments and subjects;

**BE IT THEREFORE RESOLVED** that the Bowling Green State University Graduate Student Senate hereby voices its opposition to the passage of Ohio Senate Bill 24.

Passed by GSS on February 18, 2005

27 For

5 Against

2 Abstentions

March 1, 2005

Luke Nichter, GSS President

**Agenda for ASC Exec Team**  
**May 3, 2005 11:45**  
**306 BTSU**

Speaker phone for Penny – we will call a phone number provided by her. (speaker phone will be in the room)

1. Lona has distributed Exec and ASC meeting room reservations for 2005-6
2. GSS resolution on Senate Bill 24
3. ASC/CSC rooms in South Hall
4. ?????

# Administrative Staff Council Members

2005-2006

\*Based on 6% of 631 Administrative Staff = 38 representatives (March 2004)

## Academic Departments (3) Needs 0 for 05/06

Nora Cassidy (2007)*	<a href="mailto:ncassid@bgnnet.bgsu.edu">ncassid@bgnnet.bgsu.edu</a>	2-6008
Deb McLean (2007)	<a href="mailto:dmclean@bgnnet.bgsu.edu">dmclean@bgnnet.bgsu.edu</a>	2-8550
Connie Molnar (2007)	<a href="mailto:cmolnar@bgnnet.bgsu.edu">cmolnar@bgnnet.bgsu.edu</a>	2-7900

## Academic Support (6) Needs 1 for 05/06 Possibly Lisa Soltis

Diane Regan(2006)	<a href="mailto:dregan@bgnnet.bgsu.edu">dregan@bgnnet.bgsu.edu</a>	2-8480
Mary Beth Zachary (2006)	<a href="mailto:mzachar@bgnnet.bgsu.edu">mzachar@bgnnet.bgsu.edu</a>	2-2054
Teresa McLove(2006)	<a href="mailto:tmclove@bgnnet.bgsu.edu">tmclove@bgnnet.bgsu.edu</a>	2-0334
Ann Jenks (2007)*	<a href="mailto:annje@bgnnet.bgsu.edu">annje@bgnnet.bgsu.edu</a>	2-6936
Sheila Irving (2007)	<a href="mailto:sirving@bgnnet.bgsu.edu">sirving@bgnnet.bgsu.edu</a>	2-8224
Sally Raymont (2005)		

## Athletics/Sports Activities (5) Needs 3 for 05/06 Dave Crooks need 2 more

Rob Cramer (2006)	<a href="mailto:rcramer@bgnnet.bgsu.edu">rcramer@bgnnet.bgsu.edu</a>	2-8343
Naomi Lee (2007)	<a href="mailto:nplee@bgnnet.bgsu.edu">nplee@bgnnet.bgsu.edu</a>	2-7103
Dave Crooks (2005)		
Robin Veitch past chair		

## Firelands (1) Needs 0 for 05/06

Penny Nemitz (2006) Secretary*	<a href="mailto:pnemitz@bgnnet.bgsu.edu">pnemitz@bgnnet.bgsu.edu</a>	2-0614
--------------------------------	----------------------------------------------------------------------	--------

## Institutional Support (6) Needs 1 for 05/06 NO one volunteered

Lona Leck (2005) Chair *	<a href="mailto:lona@bgnnet.bgsu.edu">lona@bgnnet.bgsu.edu</a>	2-7235
Wendy Buchanan (2007)	<a href="mailto:bwendy@bgnnet.bgsu.edu">bwendy@bgnnet.bgsu.edu</a>	2-7444
Larry Holland (2007)	<a href="mailto:loholla@bgnnet.bgsu.edu">loholla@bgnnet.bgsu.edu</a>	2-8334
Jeff Nelson (2007)	<a href="mailto:nelsonj@bgnnet.bgsu.edu">nelsonj@bgnnet.bgsu.edu</a>	2-2853
Rich Peper (2007)	<a href="mailto:rpeper@bgnnet.bgsu.edu">rpeper@bgnnet.bgsu.edu</a>	2-8418

## Student Support (11) Needs 2 for 05/06 We have 2 Laura Emch and R Knopf

Jill Carr (2006)	<a href="mailto:jcarr2@bgnnet.bgsu.edu">jcarr2@bgnnet.bgsu.edu</a>	2-2843
Celeste Robertson (2006)	<a href="mailto:celestr@bgnnet.bgsu.edu">celestr@bgnnet.bgsu.edu</a>	2-2356
Greg Dickerson (2007)	<a href="mailto:gdreg@bgnnet.bgsu.edu">gdreg@bgnnet.bgsu.edu</a>	2-2677
Michael Ginsburg (2007)	<a href="mailto:ginsbur@bgnnet.bgsu.edu">ginsbur@bgnnet.bgsu.edu</a>	2-2843
Tim Hoepf (2007)	<a href="mailto:hoepfti@bgnnet.bgsu.edu">hoepfti@bgnnet.bgsu.edu</a>	2-8075
Susan Macias (2007)	<a href="mailto:antonim@bgnnet.bgsu.edu">antonim@bgnnet.bgsu.edu</a>	2-7808
Deborah Rice (2007)	<a href="mailto:dyrice@bgnnet.bgsu.edu">dyrice@bgnnet.bgsu.edu</a>	255-2161
Rachel Schaeffer (2007)	<a href="mailto:schaeffr@bgnnet.bgsu.edu">schaeffr@bgnnet.bgsu.edu</a>	2-7963
Larry Spencer (2007)	<a href="mailto:lspence@bgnnet.bgsu.edu">lspence@bgnnet.bgsu.edu</a>	2-6058
Emily Monago (2005)		
Additional member as more AS from last year		

## Technology (5) Needs 0 for 05/06 2 needed

Joe Luthman (2005)*Chair	<a href="mailto:jluthma@bgnnet.bgsu.edu">jluthma@bgnnet.bgsu.edu</a>	2-7750
Steve Kendall (2006)*	<a href="mailto:skendal@bgnnet.bgsu.edu">skendal@bgnnet.bgsu.edu</a>	2-2882
Kim Fleshman (2006)	<a href="mailto:kflesh@bgnnet.bgsu.edu">kflesh@bgnnet.bgsu.edu</a>	2-9459
Gerald Davis(2007)	<a href="mailto:gdavis@bgnnet.bgsu.edu">gdavis@bgnnet.bgsu.edu</a>	2-7033
Paul Lopez (2007)	<a href="mailto:lopez@wbgu.bgsu.edu">lopez@wbgu.bgsu.edu</a>	2-7027

## \*Executive Council

\*\*\*\*Adan Garcia asked to be part of ASC BUT he is at WGBU so the Tech are...what should we do??

**Agenda for ASC Exec Team**  
**May 17, 2005 11:45**  
**306 BTSU**

Speaker phone for Penny – we will call a phone number provided by her. (speaker phone will be in the room)

- 1) I have HR-ordered books for ombudsperson
- 2) Should Exec draft response to BGSU Code of Ethics drive?
- 3) We will have a room for joint CSC and ASC usage.
- 4) We will have (?grad?) student help for CSC/ASC
- 5) Meal for incoming reps. June 2, 12:15pm in BTSU 207  
Ask leadership team and committee chairs to sit near to incoming reps.  
We need the names of new reps, so that we can issue the invitation.

Handbook Revision

June 7 or 8  
Finlands ASC

2400  
4/1  
JCS  
add or

2nd 7th

work list  
committee just assigning

**Agenda for ASC Exec Team**  
**May 31, 2005 11:45**  
**306 BTSU**

Speaker phone for Penny -- we will call a phone number provided by her. (speaker phone will be in the room)

- 1) Working draft of Three Chairs' group response to Draft Code of Ethics is attached. Boughton and Hebein have approved. Leadership from CSC and ASC need to approve.
- 2) Update on Fall Reception. We're now trying for Friday 9/30, the day before Homecoming. Three items need to be coordinated. Drs. Ribeau and Ferrari (time) and a room large enough to gather.
- 3) Meal for incoming reps. June 2, 12:15pm in BTSU 207  
 Ask leadership team and committee chairs to sit near to incoming reps.  
 Invitations have gone out, some RSVPs have been returned.
- 4) June Exec Team meeting -- Wednesday, June 8 at Firelands *9 at 100 Avon*  
 Organize car pooling etc. Tour at 10:00am, Meet at 11:00, Lunch at Damons after,  
 Tour by Penny, Firelands contract staff will be invited to meet with us.
- 5) June ASC Meeting Agenda

**Administrative Staff Council 2005 – 2006**  
**Executive Committee Meeting**  
**Minutes: May 31, 2005**  
 316 BTSU

**Call to Order:** Lona Leck called the meeting to order at 11:45 am

**Members present:** Lona Leck (Chair), Robin Veitch (Ombudsman), Dave Crooks (PWC), Kim Fleshman (Secretary), Ann Jenks (Academic Support)

**Business:**

**Letter from Employee Chairs to Board of Trustees about the new Code of Ethics and Conduct:** (See Hand-Out) Sarbanes Oxley was intended for Boards and CEO's not us. Ann will get with Mary Beth Zachary and Colleen Coughlin for better wording of document. Will send to Exec. Committee and get ready for Thursday. Largest concern is where the power lies, the vague statements, and their control over what employees can do outside of work.

**Fall Reception:** possibly Friday, September 30, 2005. Have to know the date by July 1, 2005 for planning purposes. Joe has written letters to both Dr. Ribeau and Dr. Ferrari requesting their attendance.

**Meal for incoming reps:** June 2, 2005 at 12:15pm in BTSU 207

**June Exec Team Meeting:** Wednesday, June 8, 2005 at Firelands-Penny will provide a tour Meet at Ice Arena parking lot at 9am

**June ASC Meeting Agenda:** Move the Code of Ethics from Old to New

**Summer Exec. Mtg. Schedule:** 6/14/05, 6/28/05, 7/12/05, 7/26/05, 8/9/05 11:45am in 200 Saddlemire (Student Technology Center)

**Need Treasurer:** Dave Crooks is willing to help with this if the Chair Elect is unable to. Kim Fleshman is also willing to assist. Penny Nemitz was elected to do this but is unable due to medical problems.

**List of Goals:** Brainstorm in next meeting.

**ASC/CSC Office:** 143 College Park, need computer, clock, Dave has file cabinets. Want student for office?

**Fair Labor Standards Policy:** talk to Rebecca about why this was sent out and what is met by it. Cover this info in next ASC meeting.

**Next Meeting:** Next meeting will be June 14, at 11:45 a.m. in 200 Saddlemire

**Adjournment:** Lona Leck adjourned the meeting at 12:27pm.

Submitted by: Kim Fleshman-ASC Secretary

X-Sender: jluthma@mailstore.bgsu.edu  
X-Mailer: QUALCOMM Windows Eudora Version 6.1.1.1  
Date: Mon, 13 Jun 2005 10:12:02 -0400  
To: lona@bgsu.edu, kflesh@bgsu.edu, dcrooks@bgsu.edu, skendal@bgsu.edu,  
annje@bgsu.edu, cmolnar@bgsu.edu, nplee@bgsu.edu, celestr@bgsu.edu  
From: Joe Luthman <jluthma@bgsu.edu>  
Subject: 1st Draft of 2005-6 ASC Constituency listing

Lona and Exec Team:

Please find attached the first draft of the 2005-6 ASC Constituency Report.

Several needs are apparent, from survey of the report.

- 1) We need the following numbers of new reps.
  - a) 1 new rep for Athletics
  - b) Institutional Support (possibly three)  
Rich Peper may or may not receive new job.  
Already needed one.  
Jeff Nelson indicated he could not continue serving next year. This may have changed.  
Jena Ault seemed interested in filling out his term
  - c) Technology. We have 4, but need 6 ( $6\% * 106 = 6.36$  reps)  
(Handbook states we should have 6% representation for all areas)  
We need 3 new reps here, since it is not appropriate for Kim to both serve Secretary and rep duties.

So, total needs ( i think ) are 7.

- 2) Please check for need to move constituents from one area or rep to another.  
When sending suggestions about moving constituents, I can think of at least two ways:
  - a) Send email message, stating, for example:  
Colcord to McLean
  - b) Another way that can work fine is to print a portion of the listing, and take with you to Exec meeting on Tuesday.  
For this approach, simply put the initials of the rep to whom a constituent should be moved.

example:

DM Beside the name of Donna Colcord means to move her to Deb McLean (from Connie Molnar)

Other than that, please proof for correct division, balanced number of constituents, etc.

THANK YOU!

By the way, there are usually a number of hires in July and August, so it may not be real efficient to expend lots of hours on balancing just yet.

**Administrative Staff Council 2005 – 2006  
Executive Committee Meeting  
Minutes: June 28, 2005  
200 Saddlemire**

**Call to Order:** Lona Leck called the meeting to order at 12:00 pm

**Members present:** Lona Leck (Chair), Naomi Lee (Athletics), Kim Fleshman (Secretary), Joe Luthman (past chair), Celeste Robertson (Student Support), Connie Molnar (Academic Support), Steve Kendal (Chair Elect)

**Business:**

**Compensation Committee Meeting:** 3% Merit raise and .25% super merit was approved. All other request were denied. Waiting for response from Rebecca Ferguson.

**Constituent Lunch:** Went well.

**BOT meeting:** talked to the President.

**Code of Ethics:** Letter to Audit Committee. Many questions about how it was presented. Rumors that the ASC has personality problems with Tom Trimboli. We are trying to make it clear that this is not true. Our letter clearly addresses our problems with the code.

**Handbook Updates:** Rachel can't do updates-will ask ASC reps first then ask all ASC if necessary.

**New ASC Members and Vacant Seats:** Jenna Ault will replace Jeff Nelson from the Bookstore.

**The Blade article:** Questions were raised by ASC members about the Blade article. Becca stated that there were eight (8) non-renewals (3 are budget based) for this July 2005 budget year. There will be no more non-renewals for this year but the Blade article used passed and present tense verbs and that caused questions.

**Phone Number for room in College Park:** 372-3611

**Monthly Meeting Guest:** Contacted President's Office to see if he could attend an ASC Meeting, Ann Tracy will get back to Lona about this. Will contact Larry Weiss and will contact HR. Connie Molnar will talk to University of Toledo about speaking on the vacation time sharing.

**Listproc Issues:** Joe Luthman will work on an appropriate use statement.

**Next Meeting:** Next meeting will be July 12, at 11:45 a.m. in 200 Saddlemire

**Adjournment:** Lona Leck adjourned the meeting at 1:00 p.m.

**Submitted by:** Kim Fleshman-ASC Secretary



**Administrative Staff Council 2005 – 2006**  
**Executive Committee Meeting**  
**Minutes: July 12, 2005**  
 200 Saddlemire

**Call to Order:** Lona Leck called the meeting to order at 11:45 am

**Members present:** Lona Leck (Chair), Naomi Lee (Athletics), Kim Fleshman (Secretary), Joe Luthman (past chair), Celeste Robertson (Student Support), Connie Molnar (Academic Support), Steve Kendal (Chair Elect), Ann Jenks (Academic Support), Dave Crooks (Athletics)

**Business:**

**Reasonable Suspicion Policy:** Suggestions of questions to bring forward including documented medical problems.

**Resolution for Dr. Dobb Award:** Various corrections were recommended.

**Fall Reception:** 9/27/05, Craig Bell from Mkt&Comm for pictures needs to be contacted. Dr. Ferrari has accepted. Contact Paul Lopez from WEGU about video. Get larger side of ballroom and up the food amount.

**Connie Talked to UT:** Christopher Gayle will speak for ASC.

**Memorials for Deceased ASC Employees:** Faculty sends a plaque to deceased spouse? Ask Robin about resolutions for Randy @ the ice arena & Josh. Connie will find out answers and Lona will talk to Human Resources. Should ASC have a budget for this?

**Sick Leave Bank:** Joe talked to Pat Kelley at H.R. about vacation leave donation for sick leave bank. Does the Ohio Revised Code (ORC) cover CSC on vacation & sick donations or ability to receive? Must the fund be CSC hours for CSC people and ASC hours for ASC people?

**Next Meeting:** Next meeting will be July 26, at 11:45 a.m. in 200 Saddlemire

**Adjournment:** Lona Leck adjourned the meeting at 1:10 p.m.

**Submitted by:** Kim Fleshman-ASC Secretary

## **Recommendation for ASC Listproc Usage**

**Problem Definition:** Use of the ASC Listproc should be devoted to ASC business. Too frequently, the chair of ASC is requested to send messages that do not pertain to ASC issues. General messages for BGSU and/or for other groups on campus have an existing venue for dispersal – the Marketing and Communications daily email message.

**History:** Before the daily email message from Marketing and Communications, the three employee groups' chairs often received requests to send announcements to all administrative staff. The nature of the requests was usually high priority. The increasing frequency of the requests proved to be a time consuming effort that many times overrode other important efforts by the Chair.

**Resolution:**

ASC Exec strongly requests that use of the ASC listproc be reserved **ONLY** for messages that directly relate to ASC communications. All other requests should be directed to Marketing and Communications.

**Exceptions:**

Weather or other emergencies, directives from the President or Vice Presidents.

**Examples of messages to be rejected:**

- 1) New BGSU stationary
- 2) Requests for nominations to Who's Who
- 3) Rec Center activities
- 4) Visits by dignitaries such as politicians, entertainment groups, etc.
- 5) Notices of Sales

Adopted by ASC Exec August ###, 2005

**Agenda for ASC Exec Team**  
**August 9, 2005 11:45**  
**Ice Arena Lounge**

- 1) September 1 Agenda – Kim will be absent
- 2) ASC Membership
- 3) ASC Committees/Goals
- 4) August 11 – HR Meeting – CFOB 143 – Phone greeting, desktop computer, other
- 5) Past Chair's Meeting – August 17
- 6) Fall Reception
- 7) Other - Engagement

**Administrative Staff Council 2005-2006 Meeting Schedule**

All meetings are held in the Bowen Thompson Student Union, room numbers are listed below.

September 1 – 207  
 October 6 – 207  
 November 3 – 208  
 December 1 – 207  
 January 5 – 315  
 February 2 – 207  
 March 2 – 207  
 April 6 – 207  
 May 4 – 207  
 June 1 – 207

**Executive Committee Meetings - All are held in BTSU Room 307**

Sept 13, 27  
 October 11, 25  
 November 8, 22  
 December 13  
 January 10, 24  
 February 14, 28  
 March 14, 28  
 April 11, 25  
 May 9, 23  
 June 13, 27